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# Example of Operations Associate Director Job Description

Our growing company is looking to fill the role of operations associate director. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for operations associate director

* Monitor overall performance of services in real time
* Global focus on incidents and requests with the ability to work across regions and in collaboration with other SDMs ( Service Delivery Managers) in other regions
* Manage the local but globally aligned IT support group, supporting users in several countries—providing support via phone and email
* Manage IT Purchasing for EMEA
* Investigates site problems to provide solutions to complex and recurring problems
* Supports technical transfer of manufacturing processes to other facilities including support to external clients/projects
* Assists in transfer of new technology from Process Development to Manufacturing
* Supports technical transfer of test methods within Gilead to other locations/operations and provides on-site CMC support
* Assesses feasibility of new improved processes and conducts critical review of data/trends
* Evaluates use of alternate Raw Materials and supports QC on technical problems

## Qualifications for operations associate director

* Comprehensive knowledge of all pertinent regulations
* Strong knowledge of IT systems and document management concepts
* Knowledge of FDA requirements for regulatory submissions
* 5 years in Regulatory Affairs with demonstrated ability to interact successfully with team members and health authorities where appropriate
* The qualified candidate will manage a team of process engineers for cell culture and purification operations to support the Gilead Biologics internal and external manufacturing activities
* Candidate will be responsible for the manufacturing process facility-fit assessments and process transfer activities to Gilead Manufacturing and Contract Manufacturing Organization (CMO) facilities in support of early- and late- stage production of the Gilead Biologics programs